

How to File a Chapter 13 Plan and Plan Summary

Rules:

- You will need to know the case number to file the plan so the plan and certificate of service may only be **after** the Chapter 13 case is open and the number assigned.
- File the Chapter 13 Plan and the Certificate of Service together as one document. Have it prepared and saved as a pdf document.

- Step 1 Click **Bankruptcy** on the Main Menu Bar.
- Step 2 Select the **Plan** Category
- Step 3 Click on **Chapter 13 Plan** event and the **Select the Party Screen** will open.
- Step 4 Highlight the debtor(s) and click next.
- Step 5 Click on the Browse button to locate your document. Once verified, highlight it and click Open. Note: Do not use the attachment feature for the Certificate of Service. Keep the document together as a single document
- Step 6 Modify the text using the drop down boxes to indicate whether you have included the required certificate of service and click next.
- Step 7 Proof-read your entry and Click submit if correct.